

A student's Program/Plan is similar to what was referred to as Program of Study in Orion. Program/Plans are very important because the Program/Plan drives what a student is term activated for, what they can register for, and what financial aid pays them on. A "career-program-plan stack" consists of the career, program, and plan that the student has been matriculated into. For example, a student may be in the College Credit career (CRED), 2-Year Financial Aid eligible program (2YFA), and the Architectural Design and Construction Technology plan (2202). See the chart below for further examples:

Career	Credit (CRED), Clock (CLOCK), Non-Credit (NCRD), Continuing Workforce Education (CWE), & Professional Development (PD)
Program	Examples-Bachelor Program (BACH), 1-Year Non-Financial Aid Eligible (1YNFA), 2-Year Financial Aid eligible program (2YFA)
Academic Plan	Examples- 1108, 2149, 5604, etc. Note: we did not change our plan numbers.

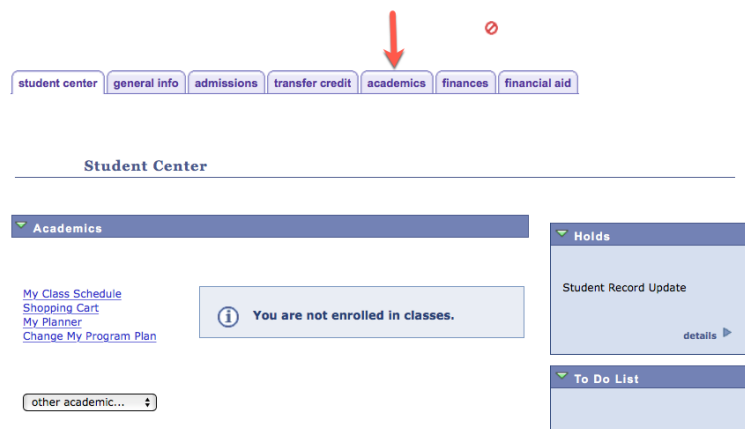
A student can only have one Program/Plan per Career. For example, a student can have one Program Plan in the Credit career and one Program/Plan in the CWE career. However, students cannot have multiple Program/Plans within a single career.

The Program/Plan stack will show Program/Plans that are active, completed, or discontinued (or no longer active). A student must be active in the Program/Plan on or prior to the term start date. If a student is enrolling in a Program/Plan after the start of the term, their Program/Plan will need to be back dated. Please request this via a Help Desk Ticket.

If a student's program needs to be discontinued, it is important to know that Programs cannot be discontinued during the term. Programs can only be discontinued at the end of the term for tuition calculation processes.

To view a student's Program/Plan:

Step	Action
1.	Navigate to Main Menu > Campus Solutions > Campus Community > Student Services Center . Search for the student. Click the Academics tab.



Viewing a Student's Program/Plan

Step	Action
2.	On the left, you will see all of the programs in which the student ever enrolled at FSCJ.

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Institution / Career / Program edit program data

[FSCJ1 - FSCJ1](#)
 CRED - College Credit
 NDGR - Non-Degree
 2YFA - Associate Degree

Program: 2YFA Associate Degree
 Student Career Nbr: 1
 Status: Active as of 06/29/2017
 Admit Term: 2178 Fall 2017
 Expected Graduation:
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Base On Units
 Plan: 2214 Hospitality & Tourism Mgmt
 Requirement Term: 2178 Fall 2017

Step	Action
3.	As you click on each program, you can see the Student Career Number (which is a number that is assigned as a student adds Program/Plans to a single career) the status of the Program/Plan (e.g. Active, Discontinued, Completed, etc.), as well as the student's plan and Requirement Term (which is catalog year).

In this example, the student has two Program/Plans in the Credit Career. The Non-Degree program is discontinued.

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Institution / Career / Program edit program data

[FSCJ1 - FSCJ1](#)
 CRED - College Credit
 NDGR - Non-Degree
 2YFA - Associate Degree

Program: NDGR Non-Degree
 Student Career Nbr: 0
 Status: Discontinued as of 08/07/2017
 Admit Term: 2168 Fall 2016
 Expected Graduation:
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Base On Units
 Plan: 3408 Dual Enrolled College Credit
 Requirement Term: 2168 Fall 2016

The Associate's Degree Program is active. If both of these programs were active, you would want to submit a Help Desk ticket to get one of these programs discontinued. Students should only be active in one program per career.

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Institution / Career / Program edit program data

FSCJ1 - FSCJ1
 CRED - College Credit
 NDGR - Non-Degree
 → 2YFA - Associate Degree

Program: 2YFA Associate Degree
 Student Career Nbr: 1
 Status: Active as of 08/08/2017
 Admit Term: 2178 Fall 2017
 Expected Graduation:
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Base On Units

Plan: 1108 Associate in Arts
 Requirement Term: 2178 Fall 2017

NOTE: You may see a "Legacy" Program/Plan on some students. Students who were in admitted in Orion were converted over to PeopleSoft with a Program/Plan, but without an application. Any Program of Study in Orion that was not listed as the student's primary program was not brought over into PeopleSoft. However, in order to bring the student's enrollment history over, the College brought them in as Legacy Program/Plans. All of the Legacy Program/Plans have been discontinued.

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Institution / Career / Program edit program data

FSCJ1 - FSCJ1
 CRED - College Credit
 2YFA - Associate Degree
 2YFA - Associate Degree
 2YFA - Associate Degree
 NCRD - Non-Credit
 → LNCR - Legacy NCRD

Program: LNCR Legacy NCRD
 Student Career Nbr: 0
 Status: Discontin as of 08/19/2017
 Admit Term: 1988 Fall 1998
 Expected Graduation:
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Base On Units

Plan: LNCR Legacy NCRD
 Requirement Term: 1988 Fall 1998

Step	Action
4.	To see further details about the Program/Plan that you have selected, you can click the edit program data button. This will take you to the Student Program/Plan screen for that selected program.

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Institution / Career / Program edit program data

FSCJ1 - FSCJ1
 CRED - College Credit
 NDGR - Non-Degree
 → 2YFA - Associate Degree

Program: 2YFA Associate Degree
 Student Career Nbr: 1
 Status: Active as of 08/08/2017
 Admit Term: 2178 Fall 2017
 Expected Graduation:
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Base On Units

Plan: 1108 Associate in Arts
 Requirement Term: 2178 Fall 2017

Viewing a Student's Program/Plan

Step	Action
5.	On the Student Program tab you will see the most recent program details such as status, effective date, and program action for the selected career and student career number. You can scroll through to see previous actions that were taken on this student career number.

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Academic Career: College Credit Career Requirement Term Student Career Nbr: 1

Find | View All First 1 of 4 Last

Status: Active in Program
Effective Date: 08/08/2017
Program Action: PLNC Plan Change

Action Reason: STDT Student Request
Academic Institution: FSCJ1 FSCJ1
Academic Program: 2YFA Associate Degree
Admit Term: 2178 Fall 2017
Requirement Term: 2178 Fall 2017

Expected Grad Term:

Last Updated On: 08/08/2017 5:22:31PM
By: 1023215

Effective Sequence: 1
Action Date: 08/08/2017
Joint Prog Appr: ☐

Admissions

☐ From Application
Application Nbr: 00200017
Application Program Nbr: 0

Campus: COLL 01
Academic Load: Full-Time

Step	Action
6.	On the Student Plan tab you will see the student's plan for the selected program. For open access plans, the word "Major" will display next to the student's academic plan. For limited selective access plans, the words "Limited," "Selective," or "Provisional" will display next to the academic plan.

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Academic Career: College Credit Student Career Nbr: 1 Car Req Term: Fall 2016

Find | View All First 1 of 4 Last

Status: Active in Program
Effective Date: 08/08/2017
Program Action: Plan Change
Action Reason: Student Request
Academic Program: 2YFA

Admit Term: Fall 2017
Effective Sequence: 1
Action Date: 08/08/2017
Requirement Term: Fall 2017

Find | View All First 1 of 1 Last

Academic Plan: 1108 Associate in Arts Major

Plan Sequence: 1 Degree: AA

Declare Date: 08/08/2017 Degree Checkout Stat:

Requirement Term: 2178 Fall 2017 Student Degree Nbr:

Advisement Status: Include Completion Term:

Student Program/Plan Screen Direct Access

In order to see details about all of the careers and program plans that the student has been matriculated into, you must navigate directly to the Student Program/Plan screen, rather than using the "edit program data" button in the Student Services Center. When you click on "edit program data" it only displays the particular Program/Plan that you have selected on the Academics tab. It does not show you all of the Program/Plans that the student has on their record.

To directly access the Student Program/Plan screen:

Step	Action
1.	<p>Navigate to Main Menu > Records & Enrollment > Career and Program Information > Student Program/Plan.</p> <p>Always be sure to click the Include History box.</p> <p>Then, select the program at the bottom of the list.</p>

Find an Existing Value Add a New Value

▼ Search Criteria

ID: begins with

Academic Career: =

Student Career Nbr: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☒ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

New All

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr Name	Gender	Date of Birth	Campus ID
Credit 3			BACH	FSCJ1	Female	04/30/1970	(blank)
Credit 2			BACH	FSCJ1	Female	04/30/1970	(blank)
Credit 1			Legacy CRD	FSCJ1	Female	04/30/1970	(blank)
Credit 0			2YFA	FSCJ1	Female	04/30/1970	(blank)

Step	Action
2.	<p>On the Student Program tab you can find the program status, requirement term, and whether or not the student has been admitted and matriculated into the program/plan. Review each of the programs by clicking the Previous in List button.</p>

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Academic Career: College Credit Career Requirement Term Student Career Nbr: 3

Find View All First 1 of 3 Last

Status: Active in Program

Effective Date: 08/27/2017

Program Action: MATR Matriculation

Action Reason: RAPP Readmit

Academic Institution: FSCJ1 FSCJ1

Academic Program: 2YFA Associate Degree

Admit Term: 2178 Fall 2017

Requirement Term: 2178 Fall 2017

Expected Grad Term:

Last Updated On: 10/02/2017 9:38:31AM

By: 1001221

Effective Sequence: 3

Action Date: 10/02/2017

Joint Prog Appr: ☐

Admissions

☒ From Application

Application Nbr: 00357944

Application Program Nbr: 0

Campus: COLL 01

Academic Load: Full-Time

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

Step	Action
3.	<p>On the Student Plan tab you can identify the student's academic plan and whether or not it is limited selective access. Open access plans will say "Major" and limited selective access will say "Limited" or "Selective."</p>

Viewing a Student's Program/Plan

Student Program **Student Plan** Student Sub-Plan Student Attributes Student Degrees

Academic Career: College Credit Student Career Nbr: 3 Car Req Term: Fall 1998

Find View All First 1 of 3 Last

Status: Active in Program Admit Term: Fall 2017
Effective Date: 08/27/2017 Effective Sequence: 3
Program Action: Matriculation Action Date: 10/02/2017
Action Reason: Readmit Requirement Term: Fall 2017
Academic Program: 2YFA

Find View All First 1 of 1 Last

Academic Plan: 1108 Associate in Arts Major

Plan Sequence: 1 Degree: AA
Declare Date: 08/27/2017 Degree Checkout Stat:
Requirement Term: 2178 Fall 2017 Student Degree Nbr:
Advisement Status: Include Completion Term:

Program/Plan Changes

Program/Plan changes must be initiated by the student. Most students can change their Program/Plan in their Student Center by logging into myFSCJ > Students Tab > My Academics > Student Center > Change My Program Plan.

Academics

Plan
Enroll
My Academics
VA Education Benefits
Change My Program Plan
Request an Official Transcript
SOC Agreement

You are not enrolled in classes.

enrollment shopping cart

other academic...

Finances

Holds

No Holds.

To Do List

No To Do's.

Milestones

No Milestones

Enrollment Dates

Program/Plan Self-Service

My Program Plan

If you are receiving financial aid, changing your program plan could impact your eligibility. You are encouraged to speak with an advisor or your program manager if you have any questions about your program or would like to discuss your options.

Current Program Plan

Your program plan is a map of all course requirements for your degree or certificate.

Click [College Catalog](#) to open a new window to view the FSCJ programs page. There you can view degree information and graduation requirements.

To initiate a program plan change, click the "change my program plan" button below. Please note: you will not be able to use this feature if you are a dual enrollment, non-credit, adult high school and/or transient student. This feature will also not permit changing your program plan to a limited/selective access or bachelors program. For assistance, please contact an advisor.

Career	Program	Program Description	Plan	Plan Description	Program Status	Req Term	Exp Grad Term	% Complete
CWE	CWE	Continuing Workforce Education	9403	Personal Enrichment	AC	Spring 2013		0.00
PD	PD	Professional Development	P100	Professional Development	AC	Spring 2018		0.00

[Change My Program Plan](#)

The following students cannot change their Program/Plan using the self-service feature in myFSCJ:

- Dual Enrollment
- Non-credit
- Adult High School
- Veterans
- Transient students

These students would need to see an advisor (or their Dual Enrollment Coordinator) to submit a paper Program/Plan Change Form). Additionally, the self-service feature in myFSCJ will not allow students to change their Program/Plan to a limited/selective access or Bachelors program. For example, if a Nursing student changes their Program/Plan to an open access program and then wants to change it back to Nursing, Student Records would have to get confirmation from the Nursing program that this student can be allowed back in.

If a student wants to change their Program/Plan for the upcoming term, the student must drop any classes that they are enrolled in for that term. Students cannot be enrolled in classes in the term that they change their Program/Plan.

Once classes start, Student Records will not process Program/Plan changes for that term. If a student completes the A session and wants to change their Program/Plan for C session, they cannot do it because their financial aid was paid out based on the Program/Plan that they had for the A session. The student would not be able to change their Program/Plan until the next term.